

# TOWN OF WILTON

## SELECTMEN'S MINUTES

Date: April 8, 2013

Time: 6:30 P.M.

Place: Town Office

Present: Chairman Daniel E. Donovan, III, Selectmen William F. Condra and Richard E. Swanson, and Recording Secretary Pamela Atwood.

The meeting was called to order at 6:30 P.M. by Chairman Donovan.

Andy Clifford attended the meeting to be introduced to the Selectmen as the new Welfare Director. Chairman Donovan mentioned the Welfare Guidelines to Andy and suggested that in the future he may want to update those guidelines. They must be approved by the Board of Selectmen. Dan talked about CJ Gorius' past work. The Board welcomed Andy.

Gary Zirpolo was next on the agenda to discuss the generator. The money for the generator is coming out of the Florence Wheeler Fund. Gary told the Board that he is getting the generator from Lowes and the price includes the electrical work. He suggested that he would need a separate propane tank specifically for the generator. The cost for this is \$471 which he will take out of his operating budget. Gary suggested that if the Department of Public Works could dig the trench that will save money. The Selectmen agreed and directed Gary to talk to Steve Elliott. Gary asked if the Board would waive the fees for the necessary permits. Selectman Condra stated that authority to waive fees lies with the Building Inspector, but in the event that this authority had expired he would like to reinstate it.

Motion: Selectman Condra made a motion seconded by Selectman Donovan that the authority be reinstated to the Building Inspector to waive permit fees as he sees appropriate.

The Board approved the contract for the generator.

Bad debt write-offs were talked about next. Gary showed the Board the policy he prepared. Chairman Donovan asked Gary what his rate was based on. Gary explained his rate structure and then went on to explain the bad debt write-off procedure. Selectman Swanson asked Gary some questions regarding the billing procedure and service. There was a discussion about the decision to use Comstar Billing Company and the procedures they use for collections. Chairman Donovan said that it makes sense to write off the bad debt at some point. The policy is fine per the Board.

Chairman Donovan gave the Board an update on the bond process, saying that the application had been submitted and was pre-approved. He has been in contact with Devine and Millimet, Bond Counsel. He told the Board that they are agreeable with the affidavit signed by Steve McDonough and the minutes of the Budget Committee Bond Hearing noting Dan's attendance, as the certificate requirement that the Board had not met. He told the Board that the fees will be less than originally anticipated.

Motion: Selectman Condra made a motion proposing that Chairman Donovan be authorized to sign the bond letter of engagement, with the correct amount inserted for the Fire Station bond. The motion was seconded by Chairman Donovan followed by a vote with all in favor.

Chairman Donovan told the Board that he had donated an old table saw to the DPW last week to be sold for scrap, with proceeds going into the Town's general fund. The DPW came to his house to load the saw. It brought in \$128.00 for the town.

Chairman Donovan reviewed the revised Emergency Operations Plan. He explained that the plan is mandated by the State, motivated by the events of September 11th. Dan was scheduled to meet with Fire Chief Ray Dick on Sunday but a pole accident cancelled that meeting. Dan

discussed the need for an Emergency Management Director and his proposal for a Deputy Emergency Management Director also.

Motion: Chairman Donovan made a motion to appoint Tom Herlihy as Emergency Management Director and Ray Dick as Deputy.

Selectman Condra seconded the motion which was followed by a vote with all in favor.

Chairman Donovan also discussed the staggering authority the Emergency Management Director and Fire Chief have during a disaster situation. He suggested that the decision to call the Emergency Operations Plan into effect should come from the Chairman of the Board of Selectmen. Ray Dick needs the completed plan by mid May.

The next discussion was about raises for the employees of the Police Department. This department differs from other town departments due to the employees enrolled in the NH Retirement System. After a discussion, it was agreed that the employees of the Police Department who are not in the NH Retirement System will get the 4% raise.

The events of the recent pole accident were discussed. The question was asked if the water system alarm goes through MACC Base.

The meeting minutes were approved.

The NRPC Master Plan Contract was approved.

Payroll for period ending 4/6/13 was approved.

A request for assistance was granted by the Board.

The Selectmen requested that Jim Tuttle's letter be forwarded to Neil Faiman, ZBA Chairman, for a recommendation.

A discussion about the bridge warrant article took place, noting that the modification made on the floor of Town Meeting was improper. Therefore, the bridge repair will be paid for out of the operating

budget.

A motion was made to adjourn the meeting at 8:12 P.M. by Chairman Donovan, seconded by Selectman Condra, followed by a vote with all in favor.

Respectfully submitted;

Pamela L. Atwood,  
Recording Secretary